

# Hopi Tribe Economic Development Corporation

5200 E. Cortland Blvd. – Ste E200-7

Flagstaff, AZ 86004

Phone 928-522-8675 Fax 928-522-8678 [www.htedc.com](http://www.htedc.com)



## **Human Resources Manager**

**Hopi Tribe Economic Development Corporation – Flagstaff, AZ**

**Opened until filled**

The Hopi Tribe Economic Development Corporation (HTEDC) has an immediate opening for a Human Resources Manager located in beautiful Flagstaff, AZ. The HTEDC is the business arm of the Hopi Tribe and currently manages seven enterprises with additional expansion expected. The HTEDC is seeking a highly motivated, experienced individual who wants to build a long term career with a growing and exciting company. The successful candidate must have the following:

- A Bachelor's Degree
- A minimum of 3+ years' experience in Human Resources or a related field
- Experience with ACA requirements
- Strong verbal and written communication skills
- Good organizational and administrative skills

The role of the Human Resources Manager at HTEDC is to guide and manage the overall provisions of Human Resources services and Benefits Administrator duties, policies and procedures for HTEDC and its enterprises with a focus on standardizing Human Resources functions across all enterprises.

Special conditions:

- All employment vacancies at the HTEDC and its enterprises are Hopi preference
- The candidate selected is required to pass a full background check and have a valid driver's license
- This position is Open until Filled
- Salary: Negotiable. BOE

Applicants may request a detailed job description by calling (928) 522-8675.

Qualified applicants may apply by submitting a Cover Letter, Detailed Resume and a minimum of three Business References to [lmahle@htedc.net](mailto:lmahle@htedc.net).